

EMPLOYMENT OPPORTUNITY - Vacancy Announcement No. 2017-04

The U.S. Embassy Belmopan has an opening for a Voucher Examiner. The successful candidate will be required to obtain a security clearance and undergo a medical examination.

BASIC FUNCTION OF THE POSITION:

- Processes data entry of all vendor vouchers, researches queries, files, compiles statistics and reconciles financial statements.
- Prepares vouchers for post contractual obligations (e.g. local guard force) and quarterly rent payments.
- Prepares invoices with completed supporting documentation; Scans and forwards the complete package to the Post Support Unit (PSU) in Charleston for processing and tracks the invoices for completed voucher document.
- Digitalizes and links all non-cashier vouchers for the Finance Section. This entails scanning all vouchers and keeping an electronic log of all voucher records.
- Prepares and reconciles monthly social security payment for all employees.
- Conducts daily checks of the accounts payable inbox for vendor invoices, which require payment.

QUALIFICATIONS REQUIRED:

- Completion of secondary school is required.
- Two years of experience in voucher examination or related accounting work is required.
- Level IV (fluent working knowledge) speaking/reading/writing English is required.
- Good working knowledge of Microsoft Word and Excel is required.
- Must be able to exercise tact, diplomacy and courtesy when dealing with customers and vendors.

WHO MAY APPLY: Anyone who is eligible for appointment under Belize's local laws. Applicant must be in possession of a Belize social security card valid for employment and/or a resident/work permit.

HOW TO APPLY: Interested candidates must submit the following in order to be considered for the position. 1. Universal Application for Employment (UAE) form (DS-0174); plus 2. Any other documentation (e.g., essays, certificates, awards, licenses, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO: BelmopanJobs@state.gov. All applications must be signed and scanned. ONLY electronic applications will be accepted. To view the DS 174-Universal Application for Employment form (UAE) and application instructions, please click on http://belize.usembassy.gov/job_opportunities.html. Your e-mail must state the vacancy title and vacancy announcement number in the subject line, example: Voucher Examiner, Vacancy Announcement No. 2017-04. E-mails received without the appropriate subject line will not be considered.

A copy of this advertisement, the position descriptions and the required application form (DS-0174) are posted on the Embassy's website at

http://belize.usembassy.gov/job_opportunities.html. The deadline for submitting applications is Friday, April 7, 2017. Applications will not be accepted after April 7, 2017.

The U.S. Mission in Belize provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.